## **Good Morning Approval Contacts:**

As I mentioned to those of you who were at the approvals sessions this fall we are going to have the approvals online submission system log in process go through MEIS for a more secured application. I am pleased to announce that we will go "live" with the new system this afternoon. Attached to this email is a screen shot of the new log-in window. Please enter your MEIS Login Name and Password in the appropriate sections and press enter and you will enter the Online Approvals System. The only change that you will notice is the login page requesting the MEIS login information. Otherwise, all other screens within the Online Approvals System are the same.

Please be aware that if you have not submitted your completed and signed Security Agreement to our office and have a MEIS account, you **will not** be able to access the Online Approvals System. In order to access the system using your MEIS login information, the Office of Special Education and Early Intervention Services (OSE/EIS) **must** have this form completed before we can provide you with access. For your convenience, attached is a copy of the Security Form.

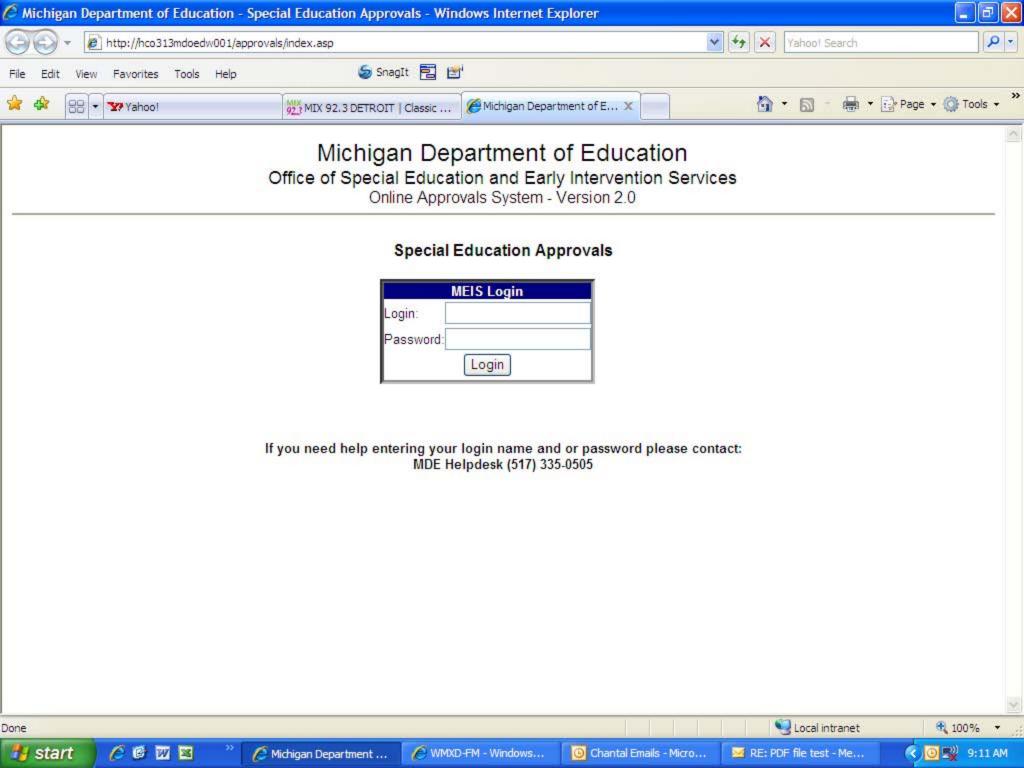
If you did not submit a completed and signed Security Agreement to our office and **do not** have a MEIS account, you must have a MEIS account in order to access the system. To obtain a MEIS account, please click on the link below and follow the instructions.

http://www.michigan.gov/mde/0,1607,7-140-5236\_29341---,00.html

After the form is complete please fax to Yolanda Stephens at (517) 373-7504. In addition, should you encounter any problems, please click and save on the link below.

https://cepi.state.mi.us/MEISPublic

If you have any questions please let myself or Yolanda know. Thank you.



## Michigan Department of Education Department of Information Technology Services

## MEIS System Security Access for Online Electronic Recommendations Application

(A separate form must be completed for each user in your Institution)

Intermedia	te School District Code:	
Intermedia	te School District Name	
Step 1.	Name of the designated individual Education Personnel Approvals Sys	who is authorized to use the Online Special stem
Name (type or print)		Title
E-mail addres	55	Phone Number (include area code)
Step 2.	Once an MEIS account number is obtained, please enter the following requested information:	
	Designee's MEIS Account:	
Step 3.	For the designated individual:	
• .	orotect my user identification and pass er my user ID is my responsibility.	sword from unauthorized use. I understand all
Signature of Approvals Contact		Date
Step 4:	For the Superintendent/Designee:	
	nt the above-named individual is author dations application form to the Michig	
Signature of Superintendent/Designee		Date
Mail or fax	this form to:	

Yolanda Stephens
Michigan Department of Educati

Michigan Department of Education
Office of Special Education and Early Intervention Services
P.O. Box 30008

Lansing, Michigan 48909 Fax: (517) 373-7504 E-mail: StephensY@michigan.gov